

NORTHWESTERN STATE UNIVERSITY

200 Sam Sibley Dr
St. Denis Hall
Natchitoches, Louisiana 71497
Email: toals@nsula.edu
(318) 357-5785



ISSUE DATE: March 29, 2021

NSU BID NO. RQ21-0004

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION: This Quotation, subject to the conditions herein stated and attached hereto, will be received at this office until:

TUESDAY, APRIL 27, 2021, 2:00 P.M. (CST)

And then opened for furnishing the items and/or services as described for Northwestern State University.

THIS IS NOT A SEALED BID. VENDORS MAY RETURN QUOTE IN PERSON OR BY EMAIL toals@nsula.edu

DESCRIPTION

**CATASTROPHIC INSURANCE – GAP COVERAGE
Covering Student Athletes and Spirit Groups
Northwestern State University**

INSTRUCTIONS:

1. Your bid should be made on this form and returned by mail, email, or in person.
2. The University cannot accept bids or addenda by phone.
3. Any quotation received after deadline will be considered non-responsive.
4. All prices are to be quoted complete and FOB Natchitoches (freight prepaid)
5. All prices must be firm.
6. DO NOT include Federal Excise Tax.
7. Unless otherwise specified, all bids shall be binding for 30 calendar days from date of bid opening.

BIDDERS PLEASE FILL IN ALL BLANK SPACES AND SIGN BELOW

Terms will be _____ and shipment will be received within _____ days after receipt of order. Delivery may be a consideration in the award.

VENDOR NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

SIGNATURE AUTHORITY(Re: L.R.S. 39:1594(Act 121)

TITLE

FEDERAL TAX IDENTIFICATION NUMBER (FIN)

FAX NUMBER

DATE

.....
ACCEPTANCE by NORTHWESTERN STATE UNIVERSITY

Date _____

Recommendation: _____

Approved: _____

Shree Toal, NSU Purchasing Officer

INSTRUCTIONS TO BIDDERS

1. Bid Forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

1. Bid contains no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on NSU's standard forms.

Bids must be received at the address specified in the Request for Quotation prior to bid opening time in order to be considered. Any bid received after bid opening time will be returned to sender unopened. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

2. Special Envelope (Sealed Bids): Ensure consideration, all Sealed Bids (Invitation to Bid) should be submitted in the special bid envelope if furnished for that purpose. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope.

3. Prices: The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

4. F.O.B: Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

5. Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand, name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the IFB.

6. Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for NSU Purchasing to evaluate quality, suitability, and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

MANUFACTURER'S NUMBERS AND TRADE NAMES: Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. Northwestern State University shall be the sole judge as to whether or not the equipment offered is equal to that specified.

7. Bid Opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting Northwestern State University Purchasing during normal working hours. Written bid tabulations will not be furnished.

8. Award: Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Northwestern State University Purchasing reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

9. Purchase Order: If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the University, meet the requirements of these specifications.

10. Conditions of Purchase Orders: We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.

11. Inspection and Acceptance: Upon delivery of each item to the Agency, inspection of the item will be made by Northwestern State University, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

12. Reject: All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling costs. All packages must reflect the NSU purchase order number or it will be refused and returned at vendor's expense.

13. Payment Terms: Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted, but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Northwestern State University, Business Affairs, Accounts Payable Section, St. Denis Hall, Natchitoches, LA 71497. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

14. U.S. Taxpayer Identification Number: Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

15. Taxes: The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

16. New Products: Unless specifically called for in the IFB, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

17. Contract Renewals: Upon Agreement of Northwestern State University Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

18. Contract Cancellation: Northwestern State University reserves the right to cancel this contract with thirty (30) days written notice.

19. Default of Contractor: Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Northwestern State University Purchasing has determined the contractor to be in default, NSU Purchasing reserves the right to purchase any or all products or services covered by the contract on the open market

and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

20. Davis Bacon Act: The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

21. Order of Priority: In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

23 Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

22 Standard Preference:

A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted

Do you claim this preference? Yes _____ No _____

Specify Item Number(s) _____

Name and location within Louisiana where such paper or paper product is manufactured or converted: _____

B. A preference not to exceed 10% may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes _____

Specify Item Number(s) _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled: _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents

Yes _____ No _____

[Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences. Preferences shall not apply to service contracts.]

24. Discrimination and EEOC COMPLIANCE: The contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1972, and contractor agrees to abide by the requirements of the Americans With Disabilities Act of 1990: Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, disabilities, or in accordance with KBB 2004-54 because of an individual's sexual orientation. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

SPECIFICATION

Northwestern State University (NSU) currently has contracted with a medical services provider which includes accidental medical insurance in the amount of \$25,000 for all student-athletes and spirit groups. The NCAA Catastrophic Insurance plan will cover catastrophic injuries at a deductible of \$90,000. NSU is looking to purchase additional medical insurance coverage for this "Gap" of \$65,000 for any portion not covered through the participating students' primary insurance coverage.

TERMS OF AGREEMENT: The coverage will commence upon award of bid and be effective July 1, 2021 and terminate June 30, 2022 with an option to renew for two (2) additional twelve-month periods at the same terms and conditions. In the event, renewal at the same terms and conditions are not acceptable to the Contractor or the University, the party in disagreement is required to notify the other party ninety (30) days prior to the lapse of the contract.

Coverage will begin once the medical costs exceed \$25,000 or the amount of primary coverage by the student whichever is higher. Coverage will cease at \$90,000 at which time the NCAA Catastrophic Insurance program will take effect.

Insurance program will cover any certified injury for any student participant initially covered through the contracted Medical Services Provider of the University (copy of contract available upon request).

TOTAL PARTICIPANTS: Total participants per team in 2017-18 (2018-19 expected to be similar):

Sport	Men	Women
Baseball	40	
Basketball	25	16
Cross Country	10	10
Football	115	
Soccer		31
Softball		25
Tennis		9
Track & Field (Indoor/Outdoor)	35	35
Volleyball		15
Total Student Athletes on Rosters	225	139
Cheerleaders/Mascot	11	10

TOTAL STUDENTS 385

CLAIM HISTORY:

Northwestern State University has no history of claims requiring medical costs above the \$25,000 deductible since 2020-21, the last three (3) fiscal years.

POLICY INCLUSIONS:

Deductible of \$25,000

Medical Limit Maximum = \$90,000

Coverage for HMO/PPO denials = Yes

Coverage for re-injury = Yes

Coverage for Heart & Circulatory = No

Accidental Death Benefit = \$0

SECONDARY ATHLETIC INURANCE

PLAN TYPE: Excess/Secondary

DEDUCTIBLE: \$25,000

BENEFIT PERIOD: 3 YEARS

Accidental Medical Expense Maximum: \$90,000

Accidental Death & Dismemberment: \$10,000/500,000 Aggregate

Expanded Medical: Included

HMO/PPO Denials: Included

Off-Season conditions: Included

Pre-existing Conditions: Included

Physical Therapy: 100% to plan max (\$90,000)

Orthopedic Appliance: 100%

Ambulance Services: 100%

Incurring period for first expense: 90 days or within a reasonable time period

Coverage Term: Annual

Proposed Effective Date: July 1, 2021

COVERED SPORTS: Baseball, Basketball, Cheerleading, Cross Country, Football, Soccer, Softball, Student Managers, Tennis, Track & Field, and Volleyball

BID FORM

Indicate Premium prices for this insurance plan for the 12-month policy. Term will be for the following periods:

Annual (NSU Fiscal Year)	COVERAGE PERIOD	Premium Per Student Athletes Only Per Month	Premium Per Student when including Cheerleaders & Mascot Per Month
2021-2022	July 1, 2021 thru June 30, 2022	\$	\$
2022-2023	July 1, 2022 thru June 30, 2023	\$	\$
2023-24	July 1, 2023 thru June 30, 2024	\$	\$

For questions concerning this bid, please contact:

Lisa Methvin, Business Manager
Athletic Department
318-357-4272 - methvinl@nsula.edu
(or)
Shree Toal, Purchasing Officer
318-357-5785 - toals@nsula.edu

Acknowledges receipt of the following:

ADDENDA: No: _____ Dated: _____ No: _____ Dated: _____
No: _____ Dated: _____ No: _____ Dated: _____

Vendor Name

Address

City, State Zip

Signature of Bidder (Re: L.R.S. 39:1594(Act 121))

Federal Tax ID, TIN

Louisiana State Contractor Number

N/A

Vendor Phone and email

Date: _____